

*The ideal outcome of
mediation is a
“win-win”
for each party involved.*

*In other words
We don't want anyone to lose.*



For more information

Call 303-866-6559

Also See State Personnel Rule
8-9B

Should be available in your agencies
personnel office

SEMP

State Employees Mediation
Program
An Overview

What is mediation?

Mediation is one way of resolving workplace problems or disputes. It is a voluntary process, which requires the commitment of both parties if it is to work. Classified state employees involved in a dispute meet with a voluntary State Employees Mediation Program (SEMP) trained mediator – or team of mediators- for help in finding solutions which are mutually agreeable to both of the disputants.

Who conducts mediation?

SEMP mediators are specially trained classified employees from diverse backgrounds and occupations. The mediator's role is not to solve the problem, but to help the parties arrive at a solution on their own. The mediator has no power to impose his/her views and will not act as an advocate for either party. The mediator is trained to be a neutral, impartial facilitator.

When can it be used?

Mediation can be requested before a workplace problem reaches the formal grievance stage. It can also be requested as part of the grievance process any time after the first grievance step is completed. Doing so puts the remaining grievance deadlines "on hold" until mediation is completed. If issues remain after the mediation, the parties

have the option of returning to the grievance process.

Mediation is available even up to the point of participation in the appeal process, so long as a decision has not yet been rendered.

Why choose mediation?

Mediation is less formal than the grievance process and can be a quicker way of resolving differences. It is strictly confidential; no statements made during meetings will be made public. The process is designed to promote better work relations as the parties work together to develop acceptable solutions to their problem(s).

How do you request it?

Any classified state employee can request mediation by either calling:

303-866-6559

Or by emailing a request to:

Kruz.Watkins@state.co.us

Or mailing a request to:

**State Employees Mediation Program
633 17th Street, Suite 1600
Denver, CO 80202
Attn: Kruz Watkins**

Either the employee or the supervisor can request mediation.

Once the request for mediation is received, a conference with the parties is scheduled, usually within two weeks. (The mediator may choose to meet separately with each party before calling both sides together in a conference)

At this conference, the process is explained, ground rules are established, and the parties agree to make a good faith attempt to settle the problem. Additional meetings are scheduled only with the mutual consent of the parties.

How does it work?

1. Each party tells his/her side of the story **WITHOUT** interruption.
2. Issues of importance are identified and the parties set their own agenda for discussing these items.
3. The parties discuss various options and attempt to reach an agreement, which meets everyone's needs.
4. Steps to implement the solution are negotiated.
5. The mediator drafts a written agreement, which is reviewed, amended as needed, and finally signed by all participating parties.